

Job Title:	Parking Attendant - Events
Job Description Number:	303
Department/Division:	Public Works/Parking
Exemption Status:	Non-Exempt
Pay Grade:	203
Immediate Supervisor:	Parking Call Center & Events Manager
Normal Work Schedule:	Times vary depending on event schedule

Brief Description of the Job:

Provide services during event parking scenarios or as ambassadors for expected mass exits from parking facilities with a high level of customer service. Collect funds from customers as they enter the facility, direct traffic to a space, set up a facility and take it down. In some instances, direct traffic out of facility and in the street after events. As an ambassador; assist customers with the pay stations, flat rated during heavy traffic and protect residential, monthly and hotel spaces. The Zoo requests event staff for assistance during their major events to direct traffic in their lots.

Essential Functions:

Event Parking Attendant (75%): Report to assigned facility and assist with setting the facility up for event parking. This requires the ability to carry multiple signs, barrels, cones, and put the gates in the proper position once the facility is set up. Assist with closing the event and putting the facility back into normal operations. After the event empty the traffic from the facility safely and assist pedestrian traffic. Assist in the street to flush the traffic in the proper direction to disperse the traffic according to predetermined traffic plans from the Police Department. As a collector secure your funds and event bag. Verify funds and starting ticket, sign paperwork. At assigned area, begin collecting funds from customers as they enter. This requires a high degree of accuracy with the money handling as well as being secured at all times. As a director have safety vest and wand and report to assigned area in preparation to park the vehicles once they have paid to enter. This requires firm placement of vehicles while parking the customers as well as good judgment while existing traffic to prevent any accidents or injuries. As a lead responsible for placement of staff, distribute bags and funds, assist with setting up the facility and taking it down, and secure all funds and bags in the safe after the event. Monitor the facility during the event and if close to filling the facility make preparations for closing it and determine if able to reopen.

Ambassador (24%): Assist customers with paying the pay station or flat rating customers to dump the traffic if it begins to back up. Protect resident spaces, monthly and hotel spaces and close the facility as needed to protect those spaces.

Event Parking for the Zoo (1 %): Follow the direction of the Zoo director or his designee as to their needs in directing traffic during major Zoo events.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Medium strength demands include exerting 20-40 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.

Physical Demands: Continuously requires standing, handling, vision, hearing, and talking. Frequently requires walking, carrying, reaching, and climbing. Occasionally requires lifting, sitting, kneeling, bending, and twisting. Rarely requires fine dexterity, crawling, pushing/pulling, foot controls, balancing, and crouching.

Machines, Tools, Equipment, and Work Aids: Police wands, barrels, cones, barricades, A-frame signs, assist customers with pay stations and emergency telephones.

Computer Equipment and Software: None.

Working Conditions

Overall Working Conditions: Disagreeable: Frequent exposure to unpleasant environmental conditions and/or hazards.

Environmental Factors: Weekly exposure to extreme temperature and wetness and/or humidity. Monthly exposure to respiratory hazards, noise and vibration, and physical hazards.

Health and Safety: Frequent exposure to physical danger or abuse (angry customers/vehicles). Rare exposure to mechanical hazards, chemical hazards, and electrical hazards.

Primary Work Location: Outdoors (Parking Facilities).

Protective Equipment Required: Police wands and safety vests.

Non-Physical Demands

Frequently requires time pressures, irregular schedule/overtime, working closely with others as part of a team, tedious or exacting work, and noisy/distracting environment. Occasionally requires emergency situations, frequent change of tasks, and performing multiple tasks simultaneously.

Job Requirements

Formal Education: High school diploma or equivalent is required.

Experience: No experience required.

Driver's License Required: Class D South Carolina license.

Certifications and Other Requirements: None.

Job Demands

Reading: Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias.

Math: Basic Level: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).

Writing: Basic Level: Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses.

Human Collaboration Skills: Work requires regular and routine interaction involving exchange and receipt of information. Work has a high impact on the organization.

Management and Supervision: Job has no responsibility for the direction or supervision of others.

Technical Skill: Basic skill: Work requires the use of standard technical skills appropriate to the work environment of the organization. Standard application: Work product primarily affects unit processes.

Freedom to Act and Impact of Action

Receives Immediate Direction: The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review. Significant impact of action: Considerable benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.